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DIRECTORY  
  
OF  
  
TRAINING PROGRAMS IN SAN FRANCISCO

Prepared by  
HUMAN RIGHTS COMMISSION OF SAN FRANCISCO

1095 Market Street - Room 501  
San Francisco, California 94103

558-4901

October 1972 (Revised)



MESSAGE TO THE USERS OF THIS DIRECTORY

The San Francisco Human Rights Commission would appreciate your comments on the organization, efficiency and usefulness of this Directory. Please contact the Human Rights Commission if you know of changes or additions in programs or changes in addresses or other details.



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#### ACKNOWLEDGEMENT

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The Human Rights Commission of San Francisco has compiled this directory for those who work with people who are unemployed, underemployed or unhappy in their jobs so they may discover where to learn new skills. This directory is not an all inclusive and detailed study of the complicated training program network which exists; rather it is meant to be a facilitory guide for the selection of a particular program appropriate to the individual's present needs and situation. Entrance into a training program or even the successful completion of it is not a guarantee of an immediate job--yet only those who acquire skills can effectively compete in today's everchanging job market.

This directory was compiled under the direction of Frank V. Anderson, Employment Representative of the Human Rights Commission, by Victoria Shorr, a Wellesly College interne and especially Berta Barajas, a San Francisco State College interne, both of whom interned at the Human Rights Commission.

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## I. ADULT TRAINING PROGRAMS

### MANPOWER DEVELOPMENT AND TRAINING ACT (MTDA)

MDTA provides classroom occupational training for adults who are socially or educationally disadvantaged because of poverty or inability to speak English. The MDTA facility in San Francisco is the Manpower Skill Training Center:

1485 Market Street  
San Francisco 94103  
864-8800

The Skill Center is a commercial rather than industrial center, and most training is related to business or service occupations. Students can expect to attend classes for a year. A weekly base training allowance is available to those students who qualify for it. Besides acquisition of skills, trainees are taught how to function in a job situation and basic language skills. Priority is given to veterans and the disadvantaged who are presently unemployed but have previously functioned in the job market. Applicants are referred to the Skill Center by the Human Resources Development centers. For information, call:

Skill Center (HRD Office)  
1485 Market Street  
San Francisco 94103  
621-5140

### CEP

The Concentrated Employment Program, under the auspices of the San Francisco Economic Opportunity Council and with the cooperation of the Department of Human Resources Development, is a program that offers either on-the-job training or institutional (classroom) instruction. This program is designed to increase the skills of residents in areas of high unemployment. The five CEP target areas in the city are:



Western Addition, Bayview-Hunters Point, Mission, Central City and Chinatown-North Beach. Enrollees do receive an allowance during the training period and, in addition, various supportive services, such as medical and legal aid, counseling and basic education instruction. Applicants are recruited by the Human Resources Development centers in the target areas. Applicants can also be referred to CEP by community agencies. Persons who qualify for CEP must be disadvantaged by poverty, or be faced with some other obstacle to employment. For information, contact:

CEP-HRD  
730 Polk Street  
San Francisco 94109  
557-2500

EOC-CEP Administration  
730 Polk Street  
San Francisco 94109  
771-7100

#### ON-THE-JOB TRAINING

Federal funds are available to employers to subsidize on-the-job training programs for new employees and for those employees ready for promotion. This allows an employer to hire less qualified and unskilled applicants with the assurance that the applicant's training costs will in large measure be returned. This program is specifically directed to aid the person of limited skills who is unemployed or underemployed. The O-J-T program negotiates with employers for training contracts and refers workers to employers. Counseling is also provided to both the employer and the employee during the training period. For additional information, contact:

Bay Area Urban League--OJT Project  
2400 Sutter Street  
San Francisco 94115  
922-5050

Centro Latino  
1292 Potrero Avenue  
San Francisco 94110  
647-6237

CEP-Human Resources Development Agency  
730 Polk Street  
San Francisco 94109  
557-2500

NAB - JOBS (Regular)

The National Alliance of Businessmen in conjunction with Job Opportunities in the Business Sector is a Department of Labor funded program to train disadvantaged persons while working on the job. Contracts are negotiated with private employers and non-profit organizations to hire, train and retain NAB-JOBS enrollees. NAB pays one-half of the salary during the training period. Training does involve a gamut of vocational skills in the entry level positions. An allowance is also given in the beginning period of training for work related services. Applicants are referred by the Department of Human Resources Development centers. Eligibles for NAB include those with poverty level incomes, welfare recipients, those under 22 years of age and over 45, minorities, parolees and others who face some obstacle to acquiring employment.

NAB Placement Center  
1748 Market Street  
San Francisco 94102  
864-4787

JOBS (Optional)

Job Opportunities in the Business Sector (Optional) differs from the other JOBS program in that the contract with the private employer stipulates money reimbursement for extra training costs only. There is no salary subsidy. Private employers are recruited to train and hire new employees or upgrade present employees into positions of greater skill requirements. For enrollment into JOBS, preference is given to veterans, the disadvantaged, and the unemployed. Applicants are referred by the Department of Human Resources Development centers. Supportive services are also available during the training period.

JOBS (Optional)  
745 Franklin Street  
San Francisco 94102  
557-3060

## EMERGENCY EMPLOYMENT ACT

The Emergency Employment Act Program (EEA) is a public service employment program created by Congress to increase employment during periods of high unemployment. Transitional jobs in the public services are made available to provide on-the-job training and promote opportunities to develop new careers for the unemployed and underemployed. Local governments, public agencies contract with the Federal government for additional positions and receive monies to pay EEA employees the equivalent salary and benefits as their regular employees. Priorities are established for those eligible under EEA, as preference is given to Indo-china veterans, welfare recipients or those with poverty level incomes, disadvantaged segments of the society, persons under 18 and those over 45, and the unemployed. To apply, contact:

San Francisco Civil Service Commission  
City Hall, Room 160  
San Francisco 94102

## CIVIL SERVICE COMMISSION

Though the San Francisco Civil Service Commission does not offer programs designated as "training", it has, on occasion, created new classifications that do in fact provide job training opportunities. Three examples of entry level training classifications were police cadet, transportation assistant and fire safety technician. Unskilled, low income minority applicants were specifically recruited for these positions.

The occurrence of on-the-job training opportunities in Civil Service is very sporadic and available slots-limited, but for further information concerning existing or future programs, contact:

San Francisco Civil Service Commission  
City Hall, Room 160  
San Francisco 94102  
558-4495

## OPPORTUNITIES INDUSTRIALIZATION CENTER

The Opportunities Industrialization Center is a privately incorporated agency that offers training of clerical and accounting machine operative skills, GED tutoring (General Education Development tests for an equivalent high school diploma), and some job placement service. The OIC does not offer living allowances for its trainees. It primarily enrolls low income persons over the age of 18. OIC is funded by its parent organization in Philadelphia and by the U.S. Department of Labor.

Opportunities Industrialization Center  
770 McAllister  
San Francisco 94102  
922-6250

## APPRENTICESHIP PROGRAMS

Apprenticeship is a method of training by demonstration and supervised instruction on-the-job with off-the-job instruction on the theoretical knowledge related to the particular craft. Most apprenticeship programs in the city have the following characteristics:

- They are from three to five years in duration
- The apprentice is usually paid 50% of the journeyman's salary at the start with wage raises every six months
- An apprentice may participate in the fringe benefits established by a particular trade
- Exceptions made on age eligibility, special schooling and experience qualifications vary from craft to craft
- Classes for apprentices are given by the Adult and Adult-Occupational Division of the S.F. Community College District

Apprenticeship programs are organized in each trade by a Joint Apprenticeship Committee composed of employer and union representatives. This committee sets standards, processes and evaluates trainees and training programs. The Division of Apprenticeship Standards, a state agency, acts as advisor



and regulator to the quality of the programs. The Division of Apprenticeship Standards issues a "Certification of Completion" to the graduates of apprenticeship programs.

For additional information about apprenticeship, contact either the union of the trade of your choice or:

Apprenticeship Opportunities Foundation  
1182 Market Street, Room 311  
San Francisco 94102  
621-9712

The Apprenticeship Opportunities Foundation actively recruits, tutors for the examinations and develops apprenticeship openings for minority and disadvantaged persons in the building trades.

Many of the trades which have apprenticeship programs are listed on the following pages. Some of the programs are very small because there is little turn-over in the industry or the number of jobs is decreasing. Sometimes there are waiting lists and much competition for any apprenticeships or job openings.

TRADE

UNION\*

QUALIFICATIONS

Auto Painter--  
speciality painters

Local 134  
3186 - 16th Street  
San Francisco 94103  
431-3584

Age 17 & up

Automotive Trades--  
mechanics

Local 1305  
1750 Market Street  
San Francisco 94102  
621-2351

Age 16 - 25; oral test;  
mechanical aptitude

Barber

Local 148  
855 Valencia Street  
San Francisco 94110  
648-0885

Age 19; written test;  
barber college degree

Boilermaker

Local 6  
155 - 10th Street  
San Francisco 94103  
861-3828

Age 18 - 26; written test;  
High School Diploma or  
equivalent

Bindery Workers

Local 3  
943 Howard Street  
San Francisco 94103  
781-5573

Age 18 & up; High School  
Diploma or equivalent;  
6 month probationary  
period

Bricklayers

Local 7  
459 Fulton Street  
San Francisco 94102  
552-0688

Age 18 - 24; oral test;  
High School Diploma or  
equivalent

Carpenters

Apprentice Training Program  
2000 - 16th Street  
San Francisco 94103  
861-6007

Age 17 - 31; written test

Carpet, Linoleum,  
Soft-Tile Layers

Local 1235  
1066 Valencia Street  
San Francisco 94110  
826-1804

Age 18-26; written test;  
High School Diploma or  
Equivalent

TRADE

UNION

QUALIFICATIONS

Cement Mason

Local 580  
2446 Bayshore Blvd.  
San Francisco 94124  
239-5110

Age 18 - 25; written test;  
10th Grade Education

Electricians-Construction

Apprenticeship & Training Trust  
1850 Mission Street  
San Francisco 94103  
431-5853

Age 18 - 23; Written Test;  
High School Diploma  
equivalent

Elevator Constructors

Local 261  
2601 Mission Street  
San Francisco 94110  
648-5158

Age 18 & Up

Glassworkers

Local 718  
337 Valencia Street  
San Francisco 94103  
621-8627

Age 18 - 27; High School  
Diploma or Equivalent;  
Written test

Ironworkers

Local 790  
55 Filmore Street  
San Francisco 94117  
621-0455

Age 18 - 30; High School  
Diploma or Equivalent;  
no fear of heights

Lathers

Local 465  
2601 Mission Street  
San Francisco 94110  
282-6500

Age 18 - 26; oral test;  
High School Diploma or  
Equivalent

Lithographers

Local 280  
1900 Van Ness Avenue  
San Francisco 94109  
771-9272

Age 18 & Up

Machinist

Local 568  
3151 Mission Street  
San Francisco 94110  
282-8884

Age 18 & Up; High School  
Diploma or Equivalent

TRADE

UNION

Meat Cutters

Local 115  
3016 - 16th Street  
San Francisco 94103  
621-3578

Age 18 & Up; High School  
Diploma or Equivalent

Metal Polishers & Platers

Local 128  
1139 Mission Street  
San Francisco 94103  
621-6502

Written test

Molders

Local 164  
2601 Mission Street  
San Francisco 94103  
824-2478

Age 17 - 35; High School  
Diploma or Equivalent;  
Oral test

Operating Engineers

Local 3  
474 Valencia Street  
San Francisco 94103  
431-1568

Age 18 & Up; Written test

Optical Technicians

Local 505  
1026 Market Street  
San Francisco 94102  
552-2823

Age 18 & Up; High School  
Diploma or Equivalent

Paint & Taper

Local 4  
1269 Howard Street  
San Francisco 94103  
621-2361

Age 18 - 26; Written and  
color blind test

Plasterers

Local 66  
2001 Mission Street  
San Francisco 94110  
285-5595

Age 18 - 27; Oral test;  
High School Diploma or  
Equivalent

Plumbers & Pipefitters

Local 38  
1621 Market Street  
San Francisco 94103  
626-2000

Age 17 - 25; Written test;  
High School Diploma or  
Equivalent



TRADE

UNION

QUALIFICATIONS

Roofers

Local 40  
55 Filmore Street  
San Francisco 94117  
861-9976

Age 18 - 23; written test;  
High School Diploma or  
Equivalent

Sheetmetal Workers

Local 104  
226 Guerrero Street  
San Francisco 94103  
621-2930

Age 18 - 23; written test;  
High School Diploma or  
Equivalent

Sign Painters and Displaymen

Local 510  
337 Valencia Street  
San Francisco 94103  
431-6561

Age 24 & Up; no written  
test

Sprinklerfitters

Local 483  
459 Fulton Street  
San Francisco 94102  
621-5047

Age 18 - 35; High School  
Diploma or Equivalent;  
written test and 1 year  
of Algebra

Tile Layer

Local 19  
1485 Bayshore Blvd.  
San Francisco 94124  
469-8032

Age 18 - 31; High School  
Diploma or Equivalent;  
1 year Tile Help

San Francisco Naval Shipyard  
Shipyard and related occupations

U.S. Board of Civil Service Examiners  
450 Golden Gate Avenue  
San Francisco 94102  
556-6667

\*Unions work co-operatively with employers on apprenticeship programs and are the primary contact for specific information.

## II. SCHOOLS

### ADULT OCCUPATIONAL DIVISION

### COMMUNITY COLLEGE DISTRICT

The Adult Division of the San Francisco Community College District offers a great variety of educational and service programs. For those over 18 years of age, free instruction is given in adult education, business, vocational and trade training, civil service preparation, English for the foreign born, citizenship, and special classes for the handicapped. Services such as counseling and sponsorship of volunteer and small groups are available. For the high school student wishing an emphasis on trade education rather than academic, there are various vocational and work programs that the student can inquire about at either his own school or John O'Connell Vocational school. Many of the adult schools have classes at different locations in the community; to obtain information concerning classes and their locations, contact the adult school nearest your residence or call the main office.

Adult Occupational Division  
S.F. Community College District  
33 Gough Street  
San Francisco 94103  
864-3200

John O'Connell Vocational  
Evening School and Technical  
Institute  
21st and Harrison Streets  
San Francisco 94110  
282-3100

John Adams Adult School  
1860 Hayes Street  
San Francisco 94117  
346-7044

Alemanya Adult School  
750 Eddy Street  
San Francisco 94109  
776-4639

Galileo Adult School  
1150 Francisco Street  
San Francisco 94109  
776-5018

Mission Adult School  
18th and Dolores Streets  
San Francisco 94110  
431-4899

Pacific Heights Adult  
School  
220 Golden Gate Avenue  
San Francisco 94102  
771-4880

Colegio de la Mission  
(Mission Community College)  
3111 - 24th Street  
San Francisco 94110  
826-5343

Bayview-Hunters Point College  
5021 Third Street  
San Francisco 94124  
822-4160

SAN FRANCISCO CITY COLLEGE

City College offers two types of programs: (1) a two year college parallel program which prepares graduates for entrance into upper division programs at colleges or universities with full transfer credit, and (2) a two year vocational training or semi-professional program which results in an Associate of Arts or Sciences degree or a "Certificate of Proficiency."

Any high school graduate can attend City College as well as persons 21 or over without a high school diploma. City College is a part of the Community College District and therefore offers free instruction to San Francisco residents. For information about admission or programs, write or call:

City College of San Francisco  
Ocean and Phelan Avenues  
San Francisco 94112  
587-7272

The semi-professional program teaches particular skills. Its basic purpose is to train students to a fairly high level of skill and prepare them for management positions. It provides training in the following vocations:

AUDIO VISUAL SERVICES

BUSINESS

Accounting  
Air Transportation  
Banking and Finance  
Insurance  
Merchandising  
Office Training  
Real Estate  
Secretarial Training  
Traffic and Transportation

ENGINEERING AND INDUSTRIAL TECHNOLOGIES

ENGINEERING TECHNOLOGY

Architectural Engineering  
Technology  
Design Drafting Technology  
(Specializations in Electrical  
Design Drafting or Mechanical  
Design Drafting)

ELECTRICAL-ELECTRONICS  
ENGINEERING TECHNOLOGY

(Options in Electronics:  
Computers, and Instrumentation  
and Communication; and  
Electrical Equipment and  
Industrial Electronics)

MECHANICAL ENGINEERING  
TECHNOLOGY

(Options in Air Conditioning  
and Refrigeration, Industrial  
Production and Production  
Control, Instrumentation and  
Controls, Machine Design, and  
Research and Development)

SURVEYING AND MAPPING TECHNOLOGY

INDUSTRIAL TECHNOLOGY

Architectural Drafting Technology  
Chemical Technology  
Construction Technology  
Drafting Technology  
Electrical-Electronics Technology  
Electro-Mechanical Technology  
Mechanical Technology

### PRIVATE SCHOOLS

Many private schools in the City offer training in everything from basic English to highly specialized skills. Some schools are accredited, others are not. Accreditation information can be obtained through the admissions office of each school. Private schools are a viable alternative to public schools for those who are financially able to take advantage of their services. For a listing of private schools, consult the yellow pages of the telephone directory of the Reference Desk at the Social Sciences Department of the Public Library.

CHECKLIST: The following are some questions for students investigating schools which charge fees for training.\*

1. Is the School licensed by the State?
2. When can you enroll?
3. How long will it take to finish training?  
Will you have to work while going to school:  
FULL TIME? PART TIME? Are classes set up so you can do so?
4. What are all the costs: Application fees? Tuition? Materials fees?  
Book costs? Other costs?
5. Do you have to pay in advance?  
  
If YES, do you get any money back if you withdraw?
6. How long will you pay for it?  
Does the school have scholarships? Financial aid?
7. Are the arrangements for payment and re-payment, if necessary,  
clearly printed on the contract agreement? LOOK for it--  
it is required by law to be there.
8. Does the School have a PLACEMENT SERVICE to help you find a job  
when you are finished? How long will the PLACEMENT SERVICE  
help you?
9. Are jobs available in this area if you finish the course?  
How about other areas of the State? Would you be willing  
to move for a job opportunity?
10. What is the USUAL salary range of jobs available to beginners?
11. Will you need a license or certificate to work in this field?  
Is a test required to qualify? If a person fails the test  
the first time, does the school continue to help the student  
until he (she) qualifies? Is there an additional charge for  
the extra help?



### III. YOUTH TRAINING PROGRAMS

#### NEIGHBORHOOD YOUTH CORPS

The NYC is a Department of Labor administered program. Funds and technical assistance are given to projects that are initiated, developed and sponsored by local groups. The Neighborhood Youth Corps has three major programs: an in-school, an out-of-school and a summer program.

1. The in-school program provides part-time work and on-the-job training for youths from low income families. Applicants must be enrolled in high school and between the ages of 14 and 21. Corpsmen are placed in non-profit organizations for 10 hours a week at \$1.65 per hour. A student may enroll in the Neighborhood Youth Corp through the NYC teacher-counselor at the high school he attends.

2. The summer program for students is essentially the same as the in-school program except the work week is 26½ hours at \$1.60 per hour for the summer months only. Attendance at a vocational guidance or training class is usually required.

3. The out-of-school program is for the economically disadvantaged youths who have dropped out of school. The program provides practical work experience and on-the-job training to encourage Corpsmen to return to school or, if this is not feasible, to help them acquire work habits and attitudes that will improve their employability. Applicants must be between the ages of 16 and 19. Youths may be enrolled for two years, 32 hours a week of work, \$41.25 weekly wage. Attendance in a skills training class may be required.

Neighborhood Youth Corps Sponsors where applicants may register are:

#### in-school

S.F. Unified School District  
NYC Program  
850 Folsom Street  
San Francisco 94103  
433-5876

#### summer

Horizons Unlimited  
3001 - 22nd Street  
San Francisco 94110  
285-2171

#### out-of-school

Youth for Service  
25 - 14th Street  
San Francisco 94103  
621-5555

JOB CORPS

The City and County of San Francisco has one Job Corps facility, the San Francisco Residential Skills Center at 1900 Pierce Street, San Francisco 94115, 563-7357. The RSC provides room and board, on-the-job training for a variety of vocational skills, \$50.00 a month living allowance plus salary, necessary supportive services and \$50.00 a month allotment for each month spent in the Job Corps to be received at the completion of the training program. The facility houses up to 30, men only. Applicants must be between the ages of 16 and 21, and/or high school drop-outs, unable to find employment and from a disadvantaged background. Minimum stay at the RSC is 180 days. Applicants do not apply directly to the Center but are referred by the State Department of Human Resources Development.

HRD--Industrial and Service Office  
1449 Mission Street  
San Francisco 94103  
557-3038

POSTAL STREET ACADEMY (MORRISANIA ACADEMY)

The San Francisco Postal Academy is a program designed to prepare and provide inner-city youth who have not completed high school an opportunity to obtain their high school equivalency certificate and prepare them for employment in industry, government or college. The academy provides educational and vocational training and supportive services in the areas of career counseling, housing, legal problems, job development, drug counseling, college placement and recreation. They service youths 16 to 22 years of age who have been out of the public school system for six months or more. Applicants should apply directly at the school and register with the headmaster.

Morrisania West Inc.  
1441 Van Ness Avenue  
San Francisco 94109  
556-6343

#### IV. SPECIAL TRAINING PROGRAMS

##### VETERANS ASSISTANCE CENTER

The Veterans Assistance Center is a project of the U.S. Veterans Administration. It is a "one stop" service and referral agency, especially for the Indochina veteran. It is specifically organized to aid the educationally disadvantaged though it does not exclude other veterans. The Center provides assistance in civilian and federal job placement, contracting with employers and federal programs concerning on-the-job and apprenticeship training, procuring training allowances to facilitate the educational and social needs of the veteran and provides counseling on various social problems the returning veteran may encounter. The Center may also aid in the procurement of Veterans Administration loans for housing, education, etc. Veterans may register directly with the Center.

Veterans Assistance Center  
49 Fourth Street  
San Francisco 94103  
556-3572

##### OPERATION SER

The Service Employment Redevelopment project in co-ordination with Jobs for Progress, Inc. is a program designed to upgrade the educational and vocational skills of Spanish-origin people. SER specifically offers educational, prevocational and vocational classes, counseling, an on-the-job training program and job development services. Applicants must be over 18 years of age, unemployed and of Spanish descent, bilingual and bicultural. SER also operates a regional Skills Bank that registers and places persons in non-traditional employment. For further information, contact:

Operation SER  
1292 Potrero Avenue  
San Francisco 94110  
282-4141

WIN

The Work Incentive Program places men, women and out-of-school youth from the welfare rolls into employment through job training and related services. Welfare recipients on Aid to Dependent Children are referred by the Department of Social Service to the Department of Human Resources Development. More specific information concerning types of training programs, eligibility and availability of openings can be attained through the recipient's social worker or the San Francisco Department of Social Services, 558-6161. The location of the Department of Human Resources WIN office is:

WIN  
745 Franklin Street  
San Francisco 94102  
557-3512

VOCATIONAL REHABILITATION

If a person has a physical, emotional, or mental disability which keeps him from doing his usual job, he can sometimes obtain help from the Department of Rehabilitation. Counseling is done on an individual basis. An applicant may be sent to school for retraining or provided on-the-job training. Eligibility for services is established by a medical or psychiatric evaluation. For information, contact:

Department of Rehabilitation  
Division of Vocational Rehabilitation  
515 Van Ness Avenue - 5th Floor  
San Francisco 94102  
557-1756



ARRIBA JUNTOS

Arriba Juntos is a community based agency in the Spanish community. The agency develops urban resources by means of programs involving those who speak Spanish in the areas of education, job development, training and English tutoring.

O.B.E.C.A. Arriba Juntos  
2940 - 16th Street  
San Francisco 94103  
863-9310

YOUTH FOR SERVICE

Youth for Service is an interracial, interfaith organization which helps to solve problems peacefully between youth groups and raise individual standards by constructive and creative use of their time. Youth for Service operates several training programs beside recruitment, referral and job placement services. Counseling services are also available to trainees in identifying and them solve socio-psychological problems. Training programs are usually in service occupations.

Youth for Service  
25 - 14th Street  
San Francisco 94103  
621-5555









